



European Lacrosse Federation

working with you to develop lacrosse across Europe

Job description

Position: Treasurer

Main purpose: To uphold and assist in achieving the aims and objectives of the Federation as enshrined in the constitution

Role: Providing the Executive Committee with timely and accurate financial information.. Responsible for the efficient and effective administration and day-to-day operation and strategic direction of the financial affairs of the Federation. Liaising with other partner agencies and members and to play an essential role developing lacrosse in Europe. To act in an impartial manner when undertaking duties of the Federation.

Responsible to: The Executive Committee

Contractual arrangement: A voluntary position which is not remunerated.

Tenure: One year from date of appointment, at the AGM.

Principal Responsibilities and Duties:

To assume responsibility for the funds of the organisation and to keep correct and complete records of accounts of such funds.

To assist the Executive Committee in the financial and strategic planning of the Federation.

To invoice each member country in January of each year their dues for the current year.

To receive and deposit the funds of the organisation in such banks or other instruments as shall be designated by or under the authority of the Officers of the Executive Committee.

To disburse such funds in the manner designated by or under the authority of the Officers of the Executive Committee.

To prepare annually an independently examined financial report and accounts of the organisation to be presented at the AGM.

To assume responsibility for the management of Friends donations which form part of the overall Treasurers role

To ensure that appropriate risk management controls are in situ